



A copy of the Sublease Agreement with a management proposal and a \$50 filing fee is attached hereto.

IDAHO DEPARTMENT OF LANDS
INSTRUCTIONS FOR SUBLEASE OF A STATE OF IDAHO GRAZING OR CROPLAND LEASE

The lease must be current and in good standing prior to approval of a sublease.

The **SUBLESSOR** is the current lessee of record for this State lease, and will remain the lessee of record. The **sublessor** signs the upper portion of the application. The **sublessor's** signature must match the recorded lessee of record's name.

The **SUBLESSEE** is the person or persons to whom the lease is being subleased. The **sublessee** signs the lower portion of the consent form; please sign using the name or names as they appear at the top of the form.

All of the following items must be completed before a sublease can be approved and recorded:

1. Two original consent to sublease forms, with notarized signatures, must be submitted.
2. A copy of the Sublease Agreement with a management proposal must be submitted.
3. A fee of \$50.00 must accompany the application for sublease.
4. For leases issued January 2001 or later, in the event the leased land is subleased for an amount greater than the base rental, the lessee shall, in addition to paying the annual base rental, pay an amount equal to one-half the difference between the lessee's base rental and the rental paid by the sublessee.

After the sublease application has been approved and recorded, one original consent to sublease form will be retained in the Department of Lands office in Boise. The second original consent to sublease form will be mailed to the sublessor/lessee of record. A copy of the letter of approval will be sent to the sublessee to notify the sublessee when the Department has approved and recorded the transaction.

Please mail or deliver the consent to sublease forms to the Department of Lands, PO Box 83720, 954 West Jefferson, Boise, ID 83720-0050 **or** to our Area Office of jurisdiction.